NORAH MOHAMMED SAIF

PERSONAL INFO

0500250552
Norah.m.sief@gmail.com
Saudi
Riyadh

SKILLS

- Organizing and following up tasks
- Effective communication
- Computer proficiency
- Proficiency in English

VOLUNTEERING

- 8 hours with the Saudi Society for Ambulance Medical Services.
- 10 hours with the Association of People with Speech and Language Disorders (We communicate to be).
- 15 hours with the Charity Association for Orphans Care in Riyadh (Insan).
- 5 hours with the Bonyan Women's Charity Association for Housing in Riyadh.
- 2 hours with the Saudi Diabetes Association.
- 42 hours with the Saudi Red Crescent Authority.

EDUCATION

- **Master in Human Resources Management** 2017
  College of Business Administration
  King Saud University
- **Diploma in civil status systems and procedures** 2015
  GPA: (4.85) - Excellent
  Institute of Public Administration
- **Bachelor of Laws** 2012
  GPA: (4.63) - Excellent
  Faculty of Law and Political Science
  King Saud University

EXPERIENCES

- Agency of the Ministry of Interior for Civil Status Rank (9) 2015 - Until Now
- Pleading to the Board of Grievances.
- Preparing studies and reports.
- Work in the legal department.
- Member of the Professional Disciplinary Committee.
- Member of the Secretariat of the Committee for the Review and Amendment of the Nationality and Civil Status Regulations.
- A certificate of thanks and appreciation from the agent of the Civil Status Agency.
- A certificate of thanks from the Director General of the General Administration of Civil Status in Riyadh.
- A certificate of thanks from the Director General of the Legal Department.
- A certificate of thanks from the Director of the Women's Civil Status Office in Riyadh.

COURSES

- **Developing security sense skills to achieve national security requirements**
  Presidency of State Security
- **Presentation and diplomatic skills**
  Prince Saud Al-Faisal Institute for Diplomatic Studies
- **Operating system in a windows environment**
  Information Technology Institute
- **English**
  Prince Sultan University - Excellent grade
- **Preparing studies and legal advice**
  Institute of Public Administration
- **Litigation procedures before the Board of Grievances**
  Institute of Public Administration
- **Legal rehabilitation in the provisions of the family**
  King Saud University
- **Commercial arbitration**
  Consulting Center for Legal Courses
- **Legal awareness in business**
  Chamber of Commerce and Industry - Riyadh
- **Family cases in Sharia courts**
  Ministry of Justice
- **International contracts**
  King Saud University
- **Cambridge International Advanced Certificate in Information Technology Skills**
  Al Faisal International Academy
- **Customer interaction skills development**
  Dale Carnegie Center
- **12 Courses from Ethrai related to management and law**
- **4 Courses from the Saudi Red Crescent Authority**